



**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 07A2269

Note: Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Jennifer Noakes at Jennifer_Noakes@dot.ca.gov. You may also reach the analyst by telephone at (916) 227-6027. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of **11/15/06**.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for professional and technical environmental generalist services in Los Angeles County Desert Area.
- B. The estimated contract amount is \$ 1,000,000 – 2, 999,999.
- C. The estimated contract term is 3 years 6 months.
- D. Interviews will be held in Los Angeles on July 9 & 10, 2007. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm in Los Angeles the week of July 16, 2007.
- F. Disadvantaged Business Enterprise Program
 - 1. This solicitation is subject to Title 49, part 26, Code of Federal Regulations (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In order to ensure the Department achieves its federally mandated statewide overall DBE goal, the Department encourages the participation of Disadvantaged Business Enterprises

(DBEs), as defined in 49 CFR 26 in the performance of Agreements financed in whole or in part with Federal Funds. The Bidder shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts. Refer to "Statement of Qualifications Submittal Instructions and General Contract Process Information" for additional information.

2. As required by federal law, the Department has established a statewide overall DBE goal. In order to ascertain whether that statewide overall DBE goal is being achieved, the Department is tracking DBE participation on all Federal-aid contracts.
- G. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
 - H. The Department does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
 - I. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.

II. SCOPE OF WORK/DELIVERABLES

The work to be performed for this RFQ is described in the Scope of Work/Deliverables, dated May 23, 2007 and is hereby incorporated as Attachment 1.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download "Statement of Qualifications Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.
- B. SOQ Package Submittal Instructions

Read instructions below carefully. You will be required to submit SOQ packages to Sacramento and District 07 (see items 1 and 3 below for required number of copies).

1. Two (2) copies of the SOQ containing all the indicated information shall be submitted. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m. on June 18, 2007** and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts, MS # 65
1727 30th Street
Sacramento, CA 95816-7006
Attention: Jennifer Noakes
Telephone: (916) 227-6027

2. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.
3. In addition, Five (5) copies of the SOQ containing all indicated information shall be submitted to District 7. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on June 18, 2007** and must be directed to:

State of California
Department of Transportation
District 7/Division of Environmental Planning
Attention: Jinous Saleh
100 S. Main Street, Ste. 100 MS # 16A
Los Angeles, CA 90012
Telephone: (213) 897-0683

4. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 07A2269
 - Submittal deadline **June 18, 2007**
 - "DO NOT OPEN"
5. SOQ submittals are considered responsive when all copies are received in the specified location(s) on the date and time specified in this RFQ.

C. Request for RFQ Copies and/or Bidders' List

Copies of this RFQ and/or Bidders' List may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave

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a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

SCOPE OF WORK
Environmental Generalist Services
Los Angeles County Desert Area

A. Project Description

1. Purpose of Work

The Consultant shall perform professional and technical environmental generalist services on an "as needed" basis to support the development and construction of proposed Department transportation facilities. The Department's Contract Manager shall assign specific projects to the Consultant through the issuance of Task Orders.

The Task Orders may include, but are not limited to, Technical Environmental Specialist Studies, preparation of Environmental Documents, and documentation.

2. Location of Work

The work shall be performed on projects to improve the Department's transportation system, facilities, and adjacent properties of District 7 in Los Angeles County, Desert Area. The projects include the following corridors:

Route	PM Start	PM Finish
LA-2	24.5	82.1
LA-14	24.8	77.0
LA-39	13.0	44.4
LA-126	13.3	06.4
LA-138	00.0	75.0

The work shall be performed for projects that Caltrans has planned to deliver in the Los Angeles County, Desert Area for fiscal years 2007/08 – 10/11. A list of planned projects for delivery is provided below.

Capital Project Delivery Plan, FY 2007/08 – 2010/11 Los Angeles County Desert Area Projects Routes 2, 14, 39, 126, 138, 210			
List #	EA	Rte-PM	Environmental Document
1	194101	014 –35.8/43.1	CE
2	4E2401	014 –35.3	CE
3	127261	138 –61.5/63.6	ES
4	199200	039 –41.6/43.4	ES
5	231201	039 –30.6R	ND
6	239601	138 –47.8/49.0	CE

List #	EA	Rte-PM	Environmental Document
7	127211	138 -51.9/52.5	ES
8	127231	138 -56.2/57.2	ES
9	119731	002 -25.5R/29.1	CE
10	133201	039 -40.0/44.4	CE
11	199200	039 -41.6/43.4	ES
12	254601	138 -16.1R/24.6R	CE
13	116720	138 -43.4/48.7	ND
14	127221	138 -54.3/55.5	ES
15	127241	138 -59.7/60.2	ES
16	127271	138 -64.0/67.3	ES
17	127281	138 -51.4/69.4	ES
18	214201	002 -24.4/82.1	CE
19	1P8901	014 -30.1	CE
20	4G840	039	
21	4G700	039	
22	1P1001	002 -27.4/27.5	CE

The above list is comprehensive but is not an exclusive list of projects. Consultant may be required to work on safety projects, emergency projects, or other transportation projects, including minor projects that are not listed above.

B. Description of Required Services

1. Required Services

The Consultant is expected to perform and have the expertise and capability to perform any or all of the following reports/studies/activities:

- a. Environmental Impact Reports
- b. Environmental Impact Statements
- c. Community Impact Analysis
- d. Land use and growth studies
- e. Air quality studies
- f. Noise studies
- g. Water quality studies
- h. Floodplain studies
- i. Paleontology studies
- j. Section 4(f) evaluations
- k. Cultural resource studies
- l. Traffic & Transit Studies
- m. Public Outreach Activities related to preparation and process of environmental document and construction activities
 - Create and implement a comprehensive public awareness campaign.
 - Inform target audiences of the project need and description, general schedule, project benefits, future improvements.

- Help the public understand construction activities, right of way acquisition, road closures, dust, noise, and other construction related impacts.
- Identify potential problems for early resolution, facilitate communication and problem resolution, and establish face-to-face rapport with merchants, large employers, emergency services providers, and residents.
- Ensure the effective distribution and dissemination of information utilizing a variety of tools including cable television and the Internet.
- Integrate this PAC with other PACs and construction projects within the area.

n. Biological studies

Biological study, assessment, survey, and monitoring of existing threatened and endangered species are major components of this contract. These services are needed prior to, during, and after construction phase. The Consultant is expected to have a wide variety of experienced biologists to provide high quality services in the following areas:

- Biological assessment
- Wetlands Study/Delineation
- Resource Agency Permit Related Coordination
- Natural Environment Study (NES) Report
- U.S. Army Corps of Engineers Permit (404)
- U.S. Forest Service Permit(s)
- Coastal Development Permit(s)
- Department of Fish and Game 1600 Agreement(s)
- Department of Fish and Game CESA 2081 Incidental Take Permits
- U.S. Fish and Wildlife Service (Section 7) ESA Informal and Formal Consultation
- Regional Water Quality Control Board (401) Permit
- Biological Mitigation Measures
- Construction Monitoring

Preparation and coordination of permit applications are highly needed for Los Angeles County, Desert Area and therefore, certified experienced biologists/ecologists with appropriate credentials are required to conduct the following tasks:

- Perform biological surveys for plant species and vegetation mapping
- Perform biological surveys for animal species including birds, mammals, fish, amphibians, reptiles, invertebrates, and general wildlife
- Construction monitoring for compliance with agency permits
- Perform CA Department of Fish and Game and Fish and Wildlife Service protocol surveys for listed birds, mammals, fish, amphibians, reptiles, invertebrates, and plant species
- Conduct Hydrogeomorphology studies
- Assessment of anadromous fish populations and fish passage per DFG code Section 5901
- Wetlands habitat restoration and plans
- Habitat restoration and plans

- Delineate Wetlands and other state and federal jurisdictional waters
- Provide recommendations for avoidance, minimization, and mitigation of project impacts
- Prepare Natural Environment Study Reports per Caltrans specifications
- Prepare biological assessments/biological evaluations (BA/BE) per state and federal specifications
- Consultant biologists shall possess or obtain the necessary collecting and/or handling permits in order to provide services as required for all sensitive, threatened, and endangered species

2. WBS Codes

Task Orders may include, but are not limited to the following Work Breakdown Structure (WBS) elements. The standard Caltrans WBS is on the Internet at:

<http://www.dot.ca.gov/hq/projmgmt/guidance.htm>

<u>WBS Codes</u>	<u>Description</u>
150.05.20	Identify Environmental Constraints
150.05.25	Prepare Traffic Forecasts / Modeling
150.10.05	Obtain Public / Local Agency Input
150.15.45	Prepare Traffic Capacity Analysis
150.15.50	Perform Traffic Studies
150.20.20	Perform Initial NEPA/404 Coordination
150.20.25	Perform Initial Biology Study
150.20.30	Perform Initial Records and Literature Search for Cultural Resources
150.20.40	Perform Initial Community Impact Analysis, Land Use and Growth Studies
150.20.45	Perform Initial Air Quality Study
150.20.50	Perform Initial Water Quality Study
150.20.55	Perform Initial Floodplain Study
150.20.60	Prepare Preliminary Environmental Analysis
150.20.65	Perform Initial Paleontology Study
150.20.70	Perform Initial Native American Coordination
165.05.10	Perform Public and Agency Scoping Process
165.10.15	Perform Community Impact Analysis, Land Use, and Growth Studies
165.10.20	Perform Visual Impact Analysis
165.10.25	Perform Noise Study
165.10.30	Perform Air Quality Study
165.10.35	Perform Water Quality Studies
165.10.40	Perform Energy Studies
165.10.45	Prepare Summary of Geotechnical Report
165.10.65	Perform Paleontology Study
165.15	Perform Biological Studies
165.15.05	Perform Biological Assessment
165.15.10	Perform Wetlands Study
165.15.15	Perform Resource Agency Permit Related Coordination
165.15.20	Prepare Natural Environment Study Report
165.20	Perform Cultural Resource Studies
165.20.05	Perform Archaeological Survey
165.20.10	Perform Phase I Archaeological Studies

<u>WBS Codes</u>	<u>Description</u>
165.20.15	Perform Phase II Archaeological Studies
165.20.20	Perform Historical and Architectural Resource Studies
165.20.25	Prepare and Process Cultural Resource Compliance Documents
165.25.05	Prepare Draft Environmental Document
165.25.10	Prepare Section 4(f) Evaluation
165.25.20	Conduct Environmental Quality Control and Other Reviews
175.05.05	Prepare Master Distribution and Invitation Lists
175.05.10	Prepare Notices Regarding Public Hearing & Availability of DED
175.05.15	Publish and Circulate DED
175.10.10	Arrange for Public Hearing Logistics
175.10.15	Prepare Displays for Public Hearing
175.10.20	Prepare and Publish Notices of Public Hearing & Availability of DED
175.10.25	Review Map Displays and Discuss Public Hearing
175.10.30	Display Public Hearing Maps
175.10.35	Hold Public Hearing
175.10.40	Prepare and Distribute Record of Public Hearing
175.15	Respond to Public Comments and Correspondence
180.10.05	Prepare and Approve FED
180.10.10	Public Distribution of FED
205.05	Determine Required Permits
235.05.05	Perform Historical Structures Mitigation
235.05.10	Perform Archaeological and Cultural Mitigation
235.05.15	Perform Biological Mitigation
235.05.25	Perform Paleontology Mitigation
235.35	Perform Long Term Mitigation Monitoring

C. General Requirements

1. Consultant shall carry out instructions as received from the Department Contract Manager or designee(s) and shall cooperate with the State, FHWA, and any other Consultants working on the project.
2. Consultant shall maintain a complete project file for each Task Order performed under the contract. This file shall be made available to the Department Contract Manager or designees during normal work hours and shall be transferred to the Department upon completion of work under the Task Order.
3. Department will retain responsibility for all final consultation, both informal and formal, with local, state and federal agencies regarding any regulatory issues. The Consultant shall assist the Department in such consultation as specified in each Task Order and as directed by the Department Contract Manager.
4. Consultant shall assist the Department in obtaining necessary approvals and permits. Consultant shall identify all necessary approvals and permits, prepare signature-ready permit applications, and track the status of permit applications, as specified in each Task Order.
5. All work shall be performed in conformance with all applicable occupational health and safety standards and rules established by the State of California and the U.S.

Government, and safety instructions issued by Caltrans in the performance of Task Order work.

6. The Department Contract Manager may designate a Project Manager to manage a specific Task Order.
7. The Department Contract Manager, in cooperation with the Project Manager, shall decide all questions that may arise as to the quality or acceptability of deliverables and work performed for this contract.

D. Personnel and Performance Requirements

Consultant shall, throughout the life of the contract, retain within the Consultant's firm, or through Sub-Consultants, a staff of people qualified to perform each of the tasks listed in this Agreement. The Consultant's personnel shall be capable of performing the types of work described with minimal instructions. Caltrans' prior written approval is required for any substitutions or alterations to Consultant's originally proposed staff and project organization.

1. Project Manager

The Consultant shall furnish a Project Manager, with a minimum of three years experience of project management, to coordinate the Consultant's operations under the contract with the Department Contract Manager. The Project Manager shall be accessible to the Department Contract Manager at all times during normal Department working hours. In addition to other specified responsibilities, the Project Manager shall be responsible for all matters related to the Consultant's personnel and operations, including:

- a. Supervising, reviewing, monitoring, training, and directing the Consultant's personnel
- b. Assigning personnel to complete the required Task Order work as specified
- c. Administering personnel actions
- d. Maintaining project files
- e. Developing, organizing, facilitating, and attending scheduled coordination meetings, and preparation and distribution of meeting minutes
- f. Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy, and identify critical reviews and milestones
- g. Overseeing that all safety measures are in place

2. Task Order Manager

For each Task Order, the Consultant shall furnish a Task Order Manager to coordinate the Consultant's Task Order operations with the Department Contract Manager and Project Coordinator. The Task Order Manager shall be accessible to the Department Contract Manager and Project Coordinator at all times during Department's normal working hours that Task Order work is underway.

3. Consultant personnel

Personnel or the Sub-Consultant performing biological services must have three years of experience at minimum and appropriate credentials for conducting the biological tasks and studies as referenced in Section B. Paragraph n of the Scope of Work.

Personnel performing public outreach/awareness activities shall possess the following qualifications:

- Three years experience at minimum, in providing public relations services.
- Three years experience at minimum, in development and preparation of news releases, brochures, newsletters, fact sheets, and fliers.

E. Other Requirements

1. Standards

- a. All work shall be performed in accordance with current Department of Transportation (Caltrans) Manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
- b. The Department's Contract Manager, in cooperation with the District/Region Deputy District Director for Design, shall decide all questions that may arise as to the quality or acceptability of deliverables furnished and work performed for this contract.
- c. The minimum standard of work quality shall be that of similar work performed by the Department. Prior to initiating design activities, the Consultant shall prepare and obtain approval from the Department Contract Manager for a quality control plan for how the minimum standard of work quality will be achieved. The Consultant will complete the quality control plan and certify at the end that the all measures contained therein were completed. The Department will perform quality assurance on the quality control plan to assure that quality control was completed.
- d. All work shall be performed in accordance with current Department of Transportation (Caltrans) Manuals and their current revisions or in accordance with accepted professional standards, as specified in the Task Order. If no standards exist, Task Orders may call for the development of new standards.

2. Availability and Work Hours

- a. The Consultant shall begin the required work within three working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
- b. Unless otherwise specified in the Task Order or directed by the Department Contract Manager, the normal workweek shall consist of 40 hours.

- c. Overtime may be required. However, overtime shall be worked only when directed in writing by the Department's Contract Manager or specifically required by the Task Order.

3. Deliverables

- a. All deliverables shall be identified in each Task Order and shall be submitted to the address specified in each Task Order.
- b. Consultant shall provide services in close liaison with the Department. Time is of the essence. The Department shall exercise review and approval functions through the Department Contract Manager and /or Project Coordinator at key points, as specified in each Task Order. Milestone reviews shall be performed for the specific products and deliverables listed in each Task Order.
- c. If Consultant fails to submit the required deliverable items as set forth in each Task Order, the Department shall have the right to withhold payment and/or to terminate this Agreement in accordance with the provisions of the contract.
- d. If the work to be performed under the Task Order is scheduled to take six months or longer to complete, Consultant shall prepare and update a critical path method network for that Task Order, showing a deliverables schedule as well as other relevant data needed for Consultant's work control and Department's review of work status. The relevant data shall include a list of activities with budgeted cost and target date for completion of each. If the Task Order is scheduled to take less than six months, the Consultant shall prepare a workplan with a listing of tasks, budget, and target completion date.
- e. Consultant shall obtain written approval for all deliverables identified. Format and content requirements for deliverables shall be specified in each Task Order.
- f. When Consultant is required to prepare and submit studies, reports, plans or other documents/deliverables to Caltrans as required by Task Orders and this contract, these shall be submitted in draft as scheduled, and the opportunity provided for Caltrans to direct revisions, prior to final submittal. The schedule for Department review of Consultant submittals shall be specified in each Task Order.
- g. Consultant shall submit all reports on a disk. The file formats shall be specified in each Task Order. Appropriate documentation shall accompany the diskette indicating the contents of each file.

4. Equipment and Materials to be provided by Consultant

Consultant shall provide all necessary tools, instruments, and safety equipment required to perform the work identified in each Task Order accurately, efficiently, and safely.

F. Materials to be provided by the Department

1. Appropriate site topographic maps, as-built drawings, and blank Caltrans plan sheet overlays, as available, for each Task Order.
2. Appropriate background information for each Task Order.
3. Any Encroachment Permit, which may be required for a Task, will be issued to the Consultant free of charge.

G. Monitoring and Review Procedure

1. The Department's Contract Manager shall have the right to monitor and review the progress and/or processes of the Consultant.
2. The Consultant shall meet with the Department's Contract Manager a minimum of once per month to review procedures and progress.

H. Product Approval and Payment

1. All deliverables, plans, specifications, estimates, and documents produced by the Consultant as specified by the task order shall be subject to the approval and acceptance by the Department's Contract Manager.
2. In the event of non-acceptance due to errors, omissions, or non-compliance with the current Transportation (Caltrans) Manuals and their current revisions, the Consultant shall make corrections at no cost to the Department.
3. Work that does not conform to the requirements specified herein and the applicable Task Order will not be paid for.